

EQUIPMENT OPERATOR I

CURRENT EMPLOYMENT OPPORTUNITIES:

Job Title: EQUIPMENT OPERATOR I - SYSTEMS UPKEEP Job Code: 0002

Full-Time: ☒ Part-Time: ☐ Temporary: ☐ Seasonal: ☐ Other: ☐ _____

Department: SYSTEMS UPKEEP

Salary: \$28,000.00 Hourly Rate: \$13.46 Per Hour Days/Times: Shift Varies

Closing Date: **PLEASE NOTE THAT THIS POSITION WILL NOT BE FILLED UNTIL JULY 1, 2015.**

Application Information:

Interested and QUALIFIED persons should complete a City of Carrollton Employment Application at Carrollton City Hall, 315 Bradley Street, 1st Floor, Carrollton, GA 30117 - (770) 830-2000.

Department Contact Name: Mike Green, Public Works Director

Contact Number & Email: (770) 830-2016 / mgreen@carrollton-ga.gov

Please note that successful candidates for employment must pass a background check and drug screening prior to employment.

Special Additional Requirements:

Prefer 1-2 years experience operating light to medium equipment or any combination of education, training & experience which provide the necessary skills for this position. Must maintain a valid commercial driver's license issued by the State with appropriate endorsements. (Class B.)

Job Description:

GENERAL STATEMENT OF JOB:

Under general supervision, operates over-the-road vehicles engaged in street maintenance, garbage collection, and other public works/public utility activities. This includes light to medium equipment such as tractors, bush hogs, dump trucks, garbage and sanitation trucks, roll-off trucks, and street sweepers.

SPECIFIC DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:

Drives trucks, tractors, and other vehicles in order to advance projects relating to maintenance and construction activities for various departments; maneuvers in and around traffic, parked cars, crew workers, equipment, and other obstacles; obeys all traffic laws and safety guidelines; monitors immediate environment and work area to ensure the safety of operator, other workers, the equipment, and the public.

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Operates sanitation trucks to collect refuse from City residences; drives a garbage or roll-off truck along a prescribed route to collect refuse and waste from residential neighborhoods, large industries, and businesses; provides collection services for customers requesting special pick-ups; cleans and empties truck at landfill when full or when shift is completed.

Operates a street sweeper daily on a prescribed route to clean and clear City roadways of dirt and obstructions; examines street sweeper prior to operating to ensure proper oil and fuel levels, adequate inflation of tires, proper operation of lights, etc.; performs simple preventive maintenance and repair to the street sweeper as needed.

Drives dump trucks in order to transport to and from project sites; positions vehicle to allow for the most efficient and effective loading or dumping of materials; secures all doors, gates, and fasteners to prevent spillage or loss of load; operates dumping mechanism to dump materials at appropriate locations; operates truck and dumping mechanism simultaneously to spread materials along prescribed path to required specifications.

Operates tractors and tractor-mounted mowing equipment to mow rights-of-way, parks, and other City property, including operation of side-arm, bush hogs, and rear-mounted mowers; scouts path for and removes rocks, debris, and other obstacles that may cause damage to the equipment, property, or the public; determines proper settings and adjusts mowing equipment for desired height and trajectory.

Operates limb chipper, and leaf machine to break down brush and limbs collected along roadside and along collection routes.

Operates various motorized and hand-held equipment as necessary to complete tasks for public works/utility projects; performs manual labor and various tasks in support of departmental operations.

Performs maintenance on equipment to ensure fluids are kept at appropriate levels; performs simple preventive maintenance and repair to equipment.

ADDITIONAL JOB FUNCTIONS:

Performs basic and semi-skilled labor as appropriate to assist in completion of maintenance, upkeep, and construction projects; picks up paper, limbs, and other debris; uses hand tools and operates motorized tools as necessary to complete assigned task; installs & maintains street signs; and manually loads, moves, and arranges materials.

Performs other related duties as required.

MINIMUM TRAINING AND QUALIFICATIONS:

High school diploma (or GED equivalent) with one to two years experience operating light to medium equipment; or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities for this position. Must maintain a valid commercial driver's license issued by the State with appropriate endorsements. (Class B.)

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(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of maintenance equipment and tools including a bush hog, chipper, leaf machine, dump truck, garbage and sanitation truck, including roll-off truck, street sweepers, and other various light to medium equipment. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of fifty to seventy pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation. Requires the ability to write. Requires the ability to speak with and before others.

INTELLIGENCE: Requires the ability to learn and understand basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the position of Equipment Operator I.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to add and subtract totals; multiply and divide; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment and recording devices.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using light to medium equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, light to medium equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency or working in high traffic areas.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

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PERFORMANCE INDICATORS:

Knowledge of Job: Has general knowledge of the policies, procedures, and activities of the City and light equipment operations practices as they pertain to the performance of duties relating to the position of Equipment Operator I. Has general knowledge of light to medium equipment operation and repair practices as necessary in the completion of daily responsibilities. Knows how to keep abreast of any changes in policy, methods, equipment operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, co-workers, and all other groups involved in the activities of the department. Is able to use independent judgment as situations warrant. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Is knowledgeable and proficient with heavy maintenance equipment.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all departments and divisions, co-workers and the general public.

Quantity of Work: Performs described "Essential Functions" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the organization.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to supervisors with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City and/or department policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between staff persons and departments within the City.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department staff and employees in other departments, representatives from organizations, and the public so as to maintain good will toward the department and to project a good department image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the department. Emphasizes the importance of maintaining a positive image within the department. Interacts effectively with the Streets and Sanitation Director, department heads, staff, elected officials, and the general public.

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Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work assignments and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the department and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.